

**HALL MEMORIAL LIBRARY
BOARD OF DIRECTORS' MEETING
JANUARY 11, 2011**

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:37 PM. Members present were Mary Clements, Mary Blanchette, Jeanne Zulick, Peter Nickerson, Library Director Susan Phillips, and Patricia Grundman, Assistant Library Director and Children's Librarian. Marcia Downs was present as Recording Secretary.
- II. Citizens' Forum – No citizens were present at the meeting.
- III. Approval of Minutes of the December 8, 2010 Meeting – The minutes were reviewed by the members present and were unanimously passed as written (Clements/Wieliczka).
- IV. Treasurer's Report – The Treasurer's Report for December 2010 was distributed and reviewed.
- V. Library Director's Report – Sue Phillips distributed copies of the Director's Report dated January 11, 2011. The items were reviewed and discussed.
- VI. Friends of the Library Report – Peter Nickerson reported that the Holiday Cookie Sale successfully sold all of the trays assembled.
- VII. Old Business – None.
- VIII. New Business – A - 2011-2012 Budget – Sue Phillips circulated copies of the proposed FY2011 – 2012 Budget for review by the Board Members. Discussion on the Budget items ensued. Suggestions were made where to reduce spending. The budget will be finalized at the next regular Board Meeting.

B – 2011 Capital Improvements – HVAC Rehabilitation – An engineering report was submitted by Bob Dawson of Russell & Dawson LLC for engineering and upgrading the HVAC system and controls for the Library. This will include replacement of the air conditioning chiller, replacement of the HVAC control system, and conversion of the heating system to natural gas. The first priority is replacement of the non-working air conditioning system, which failed in September 2010. This will need to be done before the cooling season begins, in April or May. A motion was made (Blanchette/Clements) and unanimously passed to request an emergency appropriation of capital funds for removal and replacement of the rooftop mounted air conditioning chiller for \$112,000, and the engineering design fee of \$34,000 as the first phase of the project. The remaining cost of the project will be submitted as a capital improvement, with the possibility of dividing it into two additional phases. The second phase would be for the refurbishing of the existing fan coils (\$53,000), and installation of the HVAC control system (\$90,000). Part three would include changing the oil boilers and pumps to gas (\$16,000) and removal of the 10,000 gallon underground oil tank (\$34,000). The total for the project is \$403,000
- IX. Director's Concerns - Sue Phillips mentioned that there is a Fund Development Program Meeting this Friday in Willimantic. Mary Blanchette and Peter Nickerson were interested in attending with Sue Phillips.

X. Correspondence – None.

XI. Adjournment – The meeting was adjourned at 9:07 by unanimous vote, motion made and seconded (Clements/Blanchette).

Submitted with respect,

Francis A. Dumas